

OTE 86-6368

31 JUL 1986

MEMORANDUM FOR: Associate Deputy Director for Operations

FROM:

Director of Training and Education

SUBJECT: Redesign of Agency Management
Training Program

1. As discussed at our last steering group meeting, I have stood down most of OTE's management training courses in order to reevaluate and redesign the program.

2. We now have this process underway. We are meeting with:

- appropriate career management/training officials in each directorate.
- heads of various offices and components that will provide input into the program (OS, OF, OP, EEO, IG).

We are circulating a questionnaire seeking ideas from all Agency managers.

3. We will be meeting with you soon individually to explain our thinking and solicit your contribution. We will be coming back to you later this summer with some concrete proposals for a new program.

4. I would like to request some additional help from you. I would appreciate it if you could nominate four line officers from your directorate to work with the OTE development team to review and critique its proposals. Since we are focusing initially on first line supervisory training, I would like you to name:

- two top-quality first-line officers who have made the transition within the last year or two to supervisor/manager and who may have fresh ideas from their own experience.
- two top-quality middle managers GS-15/SIS who have been dealing with subordinate supervisors for the last few years and who can help us identify their management training needs.

5. We would intend to call on these officers over the next few months to informally review and critique our plans. Their participation will help assure you that we are on target. This will not take much of their time. Please provide their names to
Chief, Management Training Branch/OTE,

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OTE/MTB/LDD (28 July 1986/OTE 86-6368)

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